

LEADERSHIP TRAINING – RFP BRIEF

Cytonn Investments is an independent investment management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to individual high net-worth investors, global and institutional investors and Kenyans in the diaspora interested in the high-growth East-African region. We currently have over Kshs. 60 billion of investments and projects under mandate, mainly in real estate.

In order to deliver the best investment returns and services to our clients, we strive to have the best team members join and grow in the firm. Additionally, the firm is rapidly growing, so training and development in terms of skills and culture is critical to sustaining our growth. Consequently, we spare no resource in enhancing and retaining the most talented team players in our company. It is in this regard that we are seeking the services of a training firm that can deliver a comprehensive training in the three categories listed below;

A. Leadership and management skills training

This training is meant for our top management team, 15 managers. These are people with significant responsibilities and staff reporting to them. They need to work through people and inspire others to perform. The training should be customized to include but not limited to the following key areas:

- Creating and leading high performing teams and culture
- Management and organizational skills
- Problem solving and decision making
- Communication skills
- Conflict resolution
- Strategic thinking
- Teamwork and collaboration
- Motivation, inspiration and people development
- Ethics, action and accountability
- Succession planning
- Raising productivity within the team

B. Leadership and entry level skills training

This training is meant for the entry-level junior staff, 40-60 members. These are people who are still early in their career but have significant responsibilities, which may include managing others very early in their careers. The training should be customized to include but not limited to the following key areas:

- Collaboration and teamwork
- Organizational skills
- Creative and critical thinking
- Time management
- Problem analysis and decision making
- Communication and attitude

- Managing pressure through planning
- Art of delegation and responsibility
- Managing relationships
- Optimal performance & achieving results

C. Cytonn Young Leaders Programme training (“CYLP”)

This training is meant for our interns, currently 40 members. CYLP is our primary recruitment tool. Of the 111 number of Cytonn’s full-time staff, 42% came through the internship program. The program is an on job interview, and we want to introduce leadership training and orientation at the very beginning.

- Introduction to the corporate world
- Collaboration and team work
- Creative and critical thinking
- Time management
- Problem analysis and decision making
- Basics of internal communication
- Communication and listening skills
- Positive attitude
- Importance of mentorship and coaching
- Career choice
- Prioritizing work and proper planning
- Achieving results

A proposal to provide these services should be received latest by 5.00 PM on Friday June 24, 2016. The proposals should be as brief as possible and as relevant as possible to the Cytonn situation. Generic proposals will be viewed unfavorably.

Proposals to include, but not limited to, proposed solution and contents, time commitments, cost of services, relevant past experience and referrals, and the staff that will deliver the proposed solution and their respective qualifications.

Proposals in soft copy will be received at hr@cytonn.com.

For any questions, please contact any of the undersigned, as appropriate. We are available for any pre-proposal discussions.

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